Student Transcript and Academic Record Repository (STARR) Application

Institutions of Higher Education (IHE)

Postsecondary Student Academic Record Data Collection

User's Guide
v1.0
2011

Table of Contents

Overview

When Michigan representatives agreed to accept the State Fiscal Stabilization Fund (SFSF) dollars under the American Recovery and Reinvestment Act, they also agreed to four education assurances. One of these is that the state of Michigan will connect preschool through postsecondary education data (P-20) and then into the labor force to evaluate public education's effectiveness at preparing students for postsecondary education and the workforce. Connecting PK-12 to postsecondary education data requires that the state-assigned student Unique Identification Code (UIC), assigned and maintained by the Center for Educational Performance and Information (CEPI), be exchanged among institutions and used at all education levels.

In order to fulfill these requirements, Michigan must collect and store portions of each student's academic record into a data repository for analysis. The repository is called the Student Transcript and Academic Record Repository (STARR). The collection of these data for Institutions of Higher Education (IHEs) is known as the Postsecondary Student Academic Record Data Collection via the STARR application.

Public IHEs are required to upload a data file(s) in the PESC XML format to the STARR application containing portions of students' academic records. The data elements and student population for upload, as well as the XML schema, sample schema, XML Validation Guide, frequently asked questions, timeline and a CSV to XML conversion tool appears on the CEPI IHE Webpage at: http://www.michigan.gov/cepi/0,1607,7-113-57943---,00.html. Independent IHEs are encouraged to participate to make the data connection more accurate.

Unique Identification Code (UIC)

Before an IHE can upload data to the STARR application, every student record must have a Unique Identification Code (UIC). The primary method for obtaining a UIC on a student will be the electronic transcript. For students whom the IHE does not have a UIC, the UIC can also be obtained via the IHE Request for UIC Collection in the Michigan Student Data System (MSDS).

The IHE Request for UIC Collection enables the IHE to submit a file to the MSDS with basic student information (first name, last name, date of birth and gender) that then goes through a matching process against the MSDS UIC master table to search for the UIC. If there is a match based on the core fields, the existing UIC will be assigned to that record. If there is not a match, a new UIC will be created. Any records with possible matches will be assigned a new UIC. At periodic points, a mass linking process in the MSDS will be utilized to link newly created UICs with pre-existing UICs where appropriate. IHE authorized users can upload files to the MSDS as well as search via the online interface for student UICs. The security agreement for users requesting this access will need to be signed by each institution's registrar.

The IHE Request for UIC Collection Webpage can be found at: http://www.michigan.gov/cepi/0,1607,7-113-986_50502_56413---,00.html. For questions pertaining to the IHE Request for UIC Collection, e-mail CEPI customer support at CEPI@michigan.gov or call 517-335-0505, option 3.

Notifications

CEPI will send a notification to each IHE's authorized user prior to the beginning and end of the upload period, reminding the user to complete the upload. Further notifications or escalations regarding the failure to complete an upload may also be sent.

STARR Application

STARR Secure Access

Prior to uploading the data file to the STARR application, participating IHEs must obtain secure access to the application. The primary user of the STARR application is to complete the security form available on the IHE Webpage at: http://www.michigan.gov/cepi/0,1607,7-113-57943---,00.html and fax the form to CEPI. It is recommended that the primary user be the person uploading the files, such as the Registrar or an individual involved in the technology group. The authorized user of the STARR application will be provided a secure login and password by Docufide. Once secure access is granted to the STARR application, the primary user has the ability to add and delete users in the system. It is highly recommended that the primary user add at least one back-up user for the STARR application within the system.

Add/Delete Users

The primary user of the STARR application is strongly encouraged to add at least one back-up user to the application and keep this list current. Note that a security agreement for the back-up user is not needed. To add a user:

1. Go to https://securetranscript.docufide.com/admin and log into your secure account with your valid e-mail address and password.

2. Click on the **Sign In** button.

3. From the Home tab, click on the Manage Administrators link.

4. To add a user, click on the **Add Administrator** button.

5. Fill out the text boxes for the new administrator's name, position, phone number, e-mail address and role(s).

6. To remove a user, select the box next to the user you wish to remove from the application.

7. Click on the **Delete Administrator** button.

File Upload

When uploading a file to the STARR application, the file is to be saved to the authorized user's desktop or other location on the computer or network where the file can be easily located. It is recommended that the file be zipped and separated into smaller files (approximately 20,000 records) to help ensure faster uploading and processing. To upload files:

1. Go to the IHE Webpage at: http://www.michigan.gov/cepi/0,1607,7-113-57943---,00.html.

2. Click on the "Go to STARR Application" link.

3. Log into your secure account with your valid e-mail address and password.

4. Click on the **Sign In** button.

You can also access the STARR application login page directly at the following link:
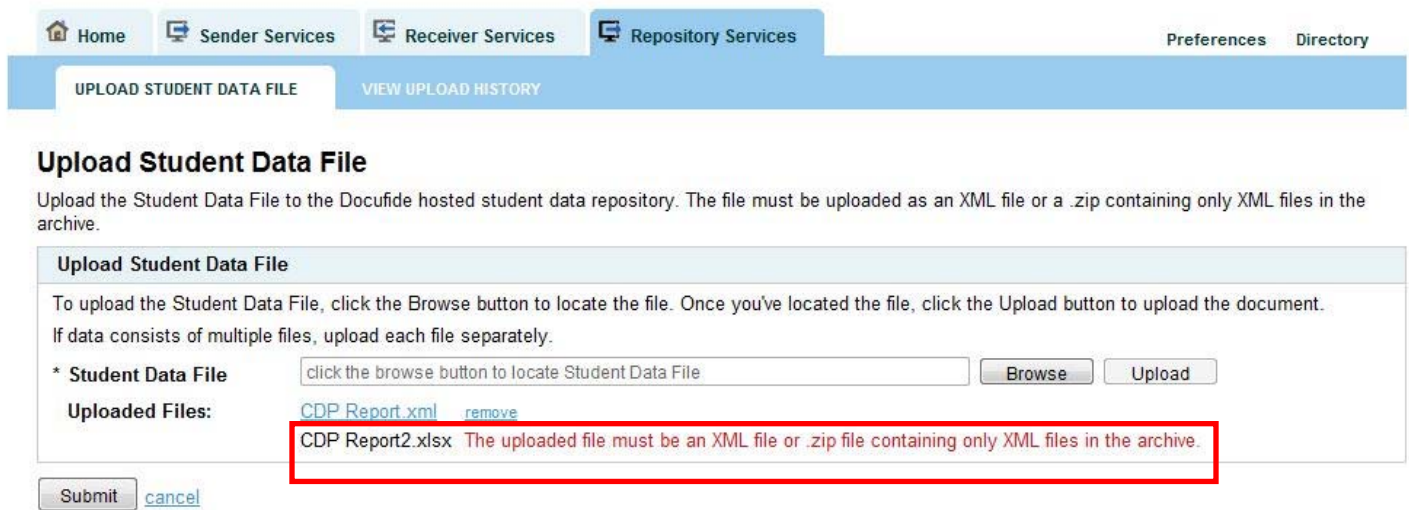https://securetranscript.docufide.com/admin.

5. Click on the **Repository Services** tab.

6. On the Upload Student Data File tab, click on the **Browse** button to search for the file to be uploaded from the authorized user's desktop or other location.

7. When the file location is displayed in the Student Data File text box, click on the **Submit** button.

The file will be securely received. The source of the document is identified using the e-mail address/password authenticated at log-in.

Upon submission of the file, the STARR application performs a file level validation. File level validation ensures that the file meets the schema. Although this does happen when the file is uploaded, ideally it should first occur offline. System performance is directly related to the number of files that are uploaded that do not pass file

level validation. Users may have success using an XML validation tool. If the file does not pass file level validation, an error message will appear similar to the one below. If this error message appears, the user is to fix the file level errors offline and then upload the corrected file.
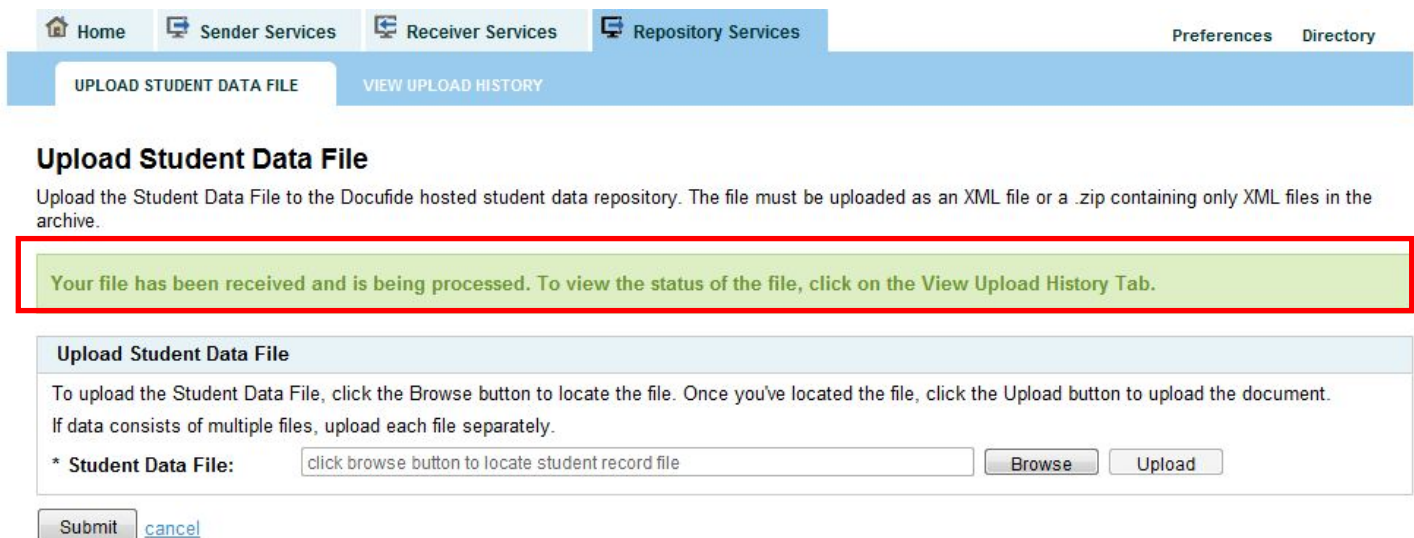
If the file passes file level validation, a message will appear similar to the one below.

File Status

1. To view the status of the uploaded file, click on the **View Upload History** tab.

2. The processing status of the file will be displayed via the View Student Data File Upload History report. This report is updated throughout the processing stage.
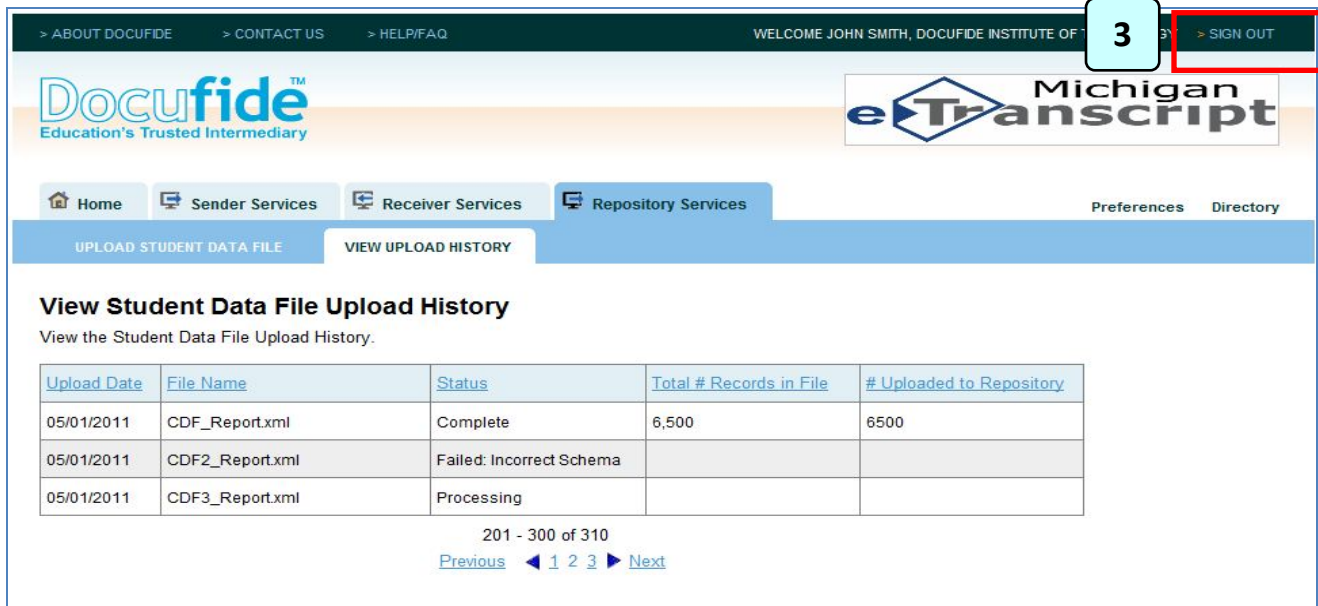

The View Student Data File Upload History report is separated into five columns:

Table 1

Column Name	Description
Upload Date	The date the file was uploaded
File Name	The name of the uploaded file
Status	The current status of the uploaded file o Processing - undergoing field level matching against records in the STARR to determine if the record is new/updated o Complete - the file has finished field level matching o Failed - the file could not process because the file is not consistent with the XML schema
Total # Records in File	The total number of student records included in the file
# Uploaded to Repository	The total number of student records that have been written to the STARR

When an authorized user needs to update or replace one or more student academic records, he or she can do so by uploading those revised student academic record(s), which will replace the previous record stored in the STARR for the corresponding student(s). The user can also resubmit the entire file. Individual student records and complete files can be updated at any time during the upload period.

3. To securely exit the STARR application, click on the **Sign Out** button.